

**SANDY CITY  
10000 CENTENNIAL PARKWAY  
SANDY, UTAH 84070  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
DIVISION OF PURCHASING  
APRIL 2009**

**REQUEST FOR PROPOSAL:**

This is a formal solicitation for sealed proposals which will be reviewed privately to determine that the functional requirements of the City are met. The city shall be the sole judge as to which proposal constitutes the "lowest and/or most responsible proposal". An award will be made after the appropriate approvals are received. Interviews may be conducted to assist with the final selection.

**PROJECT TITLE:    MAIL SERVICE FOR SANDY CITY HALL**

**THIS IS NOT AN ORDER**

**REQUIREMENTS:**

\*Proposals must be received no later than **4:00 P.M., (MST) FRIDAY, MAY 15, 2009**, by the Purchasing Office, 10000 Centennial Parkway, Room 330, Sandy, Utah 84070. Proposals should reflect the best and most competitive offers. However, Sandy City reserves the right to negotiate best offers prior to final award.

\*Proposals received after the deadline shall not be considered and will be returned to the offeror unopened.

\*Proposals must be submitted in an sealed envelope that is clearly marked with project and vendor name on the front.

\*See attached specifications.

\*Submit 2 copies of your proposal.

\*For further information please contact Dianne Aubrey, City Recorder, 568-7136.

**THE RIGHT IS RESERVED TO REJECT ANY OR ALL PROPOSALS, TO WAIVE ANY INFORMALITY OR TECHNICALITY OR TO ACCEPT PROPOSALS DEEMED IN THE BEST INTEREST OF SANDY CITY CORPORATION. ALL PROPOSALS THAT MEET, EXCEED OR ARE COMPARABLE TO MINIMUM SPECIFICATIONS WILL BE ACCEPTED.**

For Sandy City



Mindi J. Bos  
Purchasing Agent